

Appendix 1: Terms of Reference

UNESCO seeks an international and/or national not for profit entity, including non-governmental organization (NGO), to implement a process of active search, territorial tracking, provision of information, registration and systematization of records, including support to families to ensure the inclusion of children and adolescents who are outside the national education system, focused on the territories prioritized by the MYRP: Azuay, Guayas, Imbabura, Manabí, Pichincha, El Oro and Carchi.

The implementation partner will coordinate the activities directly with UNESCO, and project stakeholders e.g. the Ministry of Education (MINEDUC), and the Multi-Year Resilience Program (MYRP) implementation and coordination team.

Project activities should ideally start beginning 01 September 2022 to 01 June 2023

The applicants are requested to:

- Explain how the targets will be achieved.
- Explain and demonstrate how a gender equality and disability approaches will be integrated as cross cutting themes through the process, outputs and activities (eg. representation of equal number of male and female, representation of equal number of key interviewees, actions proposed to enable the active involvement and consultation of children with disabilities on all matters affecting them, general analysis, protection measures, etc).
- Highlight risks associated with the activities and propose risk mitigating measures.
- Present a preliminary work plan (WP) per activity (indicate timeframe for each activity) (to be further fine-tuned with UNESCO).
- To take into account the articulation of results (see Fig.1) for undertaking the assignment.

Expected Result 1:

MYRP Output 1.2: Information and support are provided to migrant and refugee parents and caregivers for the process of registration in formal education including placement tests.

MYRP Activity 1.2.1: Assistance for families in human mobility to gain access to formal education: certification of previous studies, application for placement exams and reinforcement to prepare for placement tests.

Target:

- At least 2,400 new migrant and refugee students enrolled in the national education system after receiving support and guidance on the registration and enrollment process in seven provinces (Azuay, Guayas, Imbabura, Manabí, Pichincha, El Oro and Carchi).

Sources of verification

- 01 nominal register with children and adolescent's identification.
- Monitoring sheets (implemented through follow up mechanisms).

Activities and products to be performed by partner:

Activities	Product
1.2.1 Develop strategies for articulation with multiple agents and coordination spaces in the territories (MINEDUC, GTRM, GTE and local subgroups, human mobility roundtables, rights protection councils, GADs, civil society organizations, associations, community groups) that already have been implement activities to assist families to gain access to formal education: certification of previous studies, application for placement exams and reinforcement to prepare for placement tests.	Product 01: One document containing: actor mapping, implemented practices, and the strategies to reinforce articulation across local stakeholders.
1.2.2 Design strategies and tools for the provision of information and support (including certification of children's previous studies, support for registration and enrollment and support for the application to placement exams and reinforcement to prepare for these exams) to ensure the inclusion of children and adolescents who are outside the national education system, focused on the territories prioritized by the MYRP (Azuay, Guayas, El Oro, Carchi, Imbabura, Manabí, Pichincha).	Product 02: Strategies and the respective tools for its implementation on the prioritized territories by MYRP (Azuay, Guayas, El Oro, Carchi, Imbabura, Manabí, Pichincha) systematized. This must include all the developed tools.
1.2.3 Design and implement follow-up mechanisms for identified and monitored children and adolescents to ensure adequate referral to complementary services implemented by other actors in the territory and, above all, to accompany their reintegration process into the education system.	Product 03: Monitoring sheets that demonstrate the support offered to families to ensure permanence in the national education system, with an emphasis on the education of girls and adolescents. Linked with product 6 and 7.

MYRP Output 1.5: Information gathering, and procedures are strengthened and implemented to identify out of school children and adolescent, and those at risk of dropping out.

MYRP Activity 1.5.1: Information gathering to identify vulnerable children and adolescents, especially children with disabilities and pregnant teenagers and children in human mobility excluded from education.
MYRP Activity 1.5.2: Technical assistance to actively investigate the situation of out of school children and to conduct a situation analysis of the expansion of education coverage for children and adolescents in situations of vulnerability; especially children with disabilities and pregnant adolescents.

Target:

- At least 1540 families on transit, 802 pregnant adolescents and 887 adolescent workers identified, tracked and assisted in their access to the national education system, in seven provinces (Azuay, Guayas, Imbabura, Manabí, Pichincha, El Oro and Carchi).

Source of verification:

-Digital registry and database with information on families, children, pregnant adolescents, and adolescent workers reached in a human mobility situation as well as host communities.

Activities and product to be performed by partner:

Activities	Product
1.5.1.1 Design and implement strategy, that is tailored to each territory, for the active search and territorial tracking of children and adolescents who are outside the national education system in the territories prioritized by the MYRP (Azuay, Guayas, El Oro, Carchi, Imbabura, Manabí, Pichincha,) which also include specific actions for the search and tracking of children and adolescents in vulnerable situations: human mobility, child labor, population with disabilities and pregnant adolescents.	<p>Product 04: One strategy for the active search and territorial tracking of children with specific actions for the selected provinces (Azuay, Guayas, El Oro, Carchi, Imbabura, Manabí, Pichincha, Manabí).</p> <p>Product 05: Four progress reports in total, (one every two months.)</p>
1.5.1.1 Design and development of a registration and tracking system with a reporting module.	Product 06: One tracking system with a reporting module.
1.5.1.2. <i>Digital registry and database with nominal registry of the identification of the children and adolescents, in addition to the support of registration and enrolment in the national education system. The systematization should be done in matrices agreed upon with the MYRP project team. For the design of the digital registry, there must be considered the parameters established by MINEDUC guidelines and other relevant parameters identified with the MYRP project coordination team must be taken into account.</i>	Product 07: One database with nominal registry that is linked to product 03 that are follow-up sheets for the enrolment in the national education system, linked to the database of the active search registry.
1.5.1.3 <i>Identify active search and territorial tracking actions carried out by MINEDUC and other actors in the territory, to identify relevant databases and tools, good practices and successful strategies.</i>	
1.5.2.1 <i>Develop a publication with recommendations for the search and tracing of children and adolescents outside the national education system, which also includes specific guidelines for the search and tracing of children and adolescents in conditions of vulnerability:</i>	Product 08: One document to be published that must include the results of the activity search implementation.

<i>human mobility, child labor, population with disabilities and pregnant adolescents.</i>	
<i>1.5.2.2 A learning and capacity transfer process to the Ministry of Education, and its technical areas, for the articulation with key actors in the territories and implementation of strategies to search and trace children and adolescents outside the national education system and support for their access to the national education system.</i>	Product 09: One workshop for the authorities of Ministry of Education and its technical areas to share knowledge, and disseminate information about major progress and results.

Expected Result 2:

MYRP Output 2.1: Parents' and caregivers' receive training and information in order to understand the social, health-related and economic benefits of girls' education.

2.1.1 Support families of children and adolescents at risk of dropping out from school: reinforce the importance of education and psycho-pedagogical attention, by demonstrating the social, economic and health benefits of educating girls.

Target: at least 1540 families (the same target of 1.5 activity).

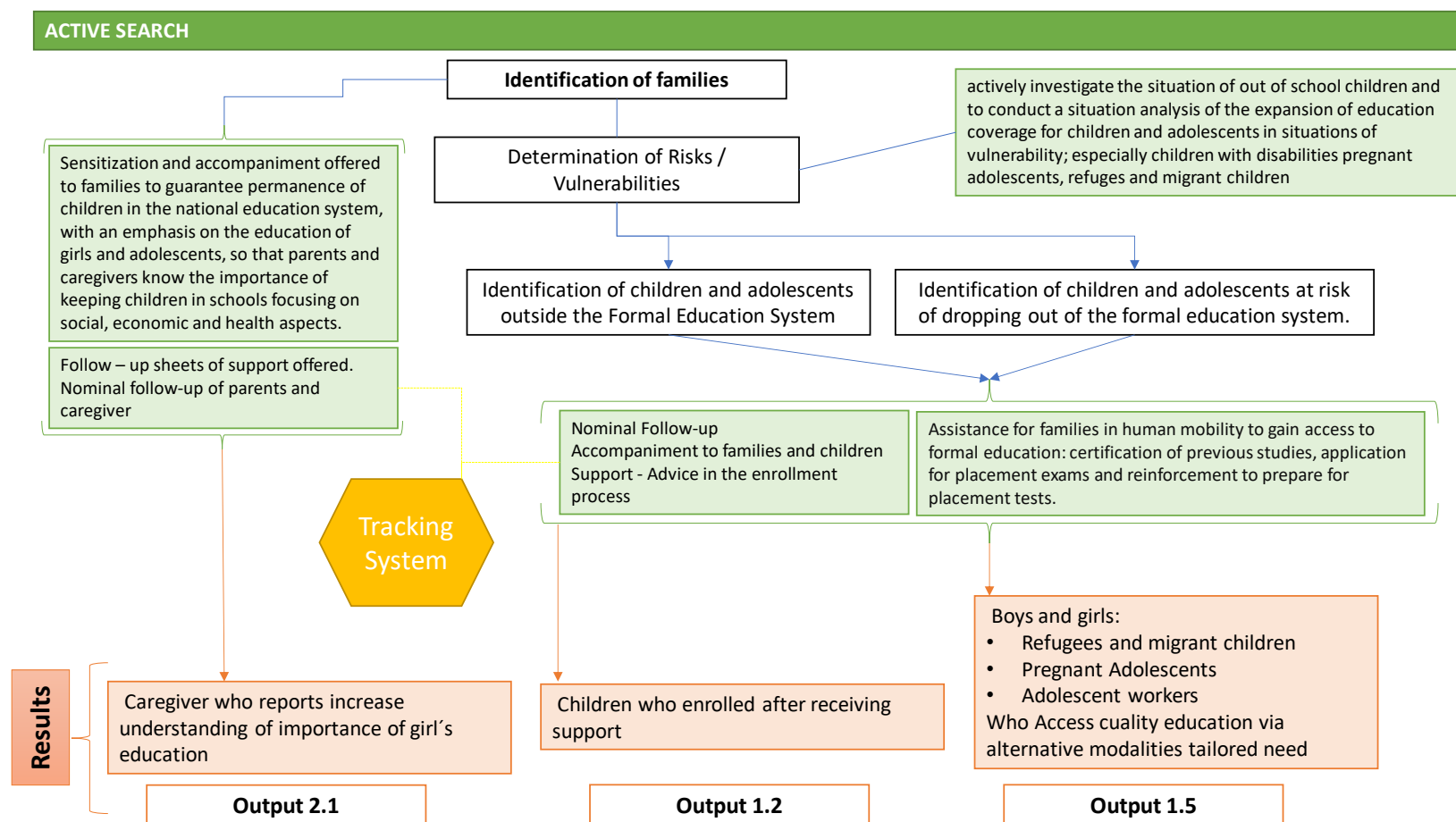
Source of verification: database with information of families reached.

Activities and product to be performed by partner:

Activities	Product
<p>2.2.1.1 Sensitization and accompaniment offered to families to guarantee permanence in the national education system, with an emphasis on the education of girls and adolescents, so that parents and caregivers know the importance of keeping children in schools focusing on social, economic and health aspects.</p> <p>This should include the actions that are currently being implemented by our partners to assure comprehensive action at the local level.</p>	<p>Product 10: A tool box with pedagogical materials to reinforce the importance of education and psycho pedagogical attention, by demonstrating the social, economic and health benefits of educating girls.</p> <p>Product 11: One database with information of families reached that is linked with product 07.</p>
<p>2.2.1.2 Survey that assesses the families' understanding of the importance of education and permanence in the system.</p>	<p>Product 12: One final report of results from the surveys implemented on families and caregivers once the support is given.</p>
<p>2.2.1.3 Systematization of recommendations for the Ministry of Education on how to improve the process of providing information to families in vulnerable situations: human mobility, child labor, population with disabilities and pregnant adolescents.</p>	<p>Product 13: Final report with recommendations for the Ministry of Education.</p>

Fig. 1. Active Search Approach

The work should be seen as a process that integrates the expected results in an articulated way.



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Visibility Requirements:

The selected implementing partner will ensure the visibility of the project "Educational inclusion of the Venezuelan population in human mobility", and mention **Education Cannot Wait as the donor** and **UNESCO Quito as the project management organization** in all project activities.

Further requirements will be agreed in the Implementation Partners Agreement (IPA).